



ADMINISTRATION AND  
MANAGEMENT

## OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950 -1950

NOV 16 2012

### MEMORANDUM FOR SECRETARY OF THE NAVY

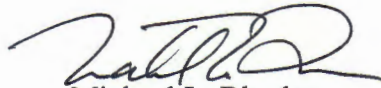
SUBJECT: United States Naval Academy Board of Visitors – Membership Balance Plan and Charter Renewal Approval

The membership balance plan (TAB A) and the renewed charter (TAB B) for the United States Naval Academy Board of Visitors (hereinafter referred to as “the Board”) are approved. A copy of the Board’s charter will be provided to the Board and its Designated Federal Officer (DFO), once my Advisory Committee Management Officer (ACMO) files the charter with the Library of Congress, the Congressional oversight committees, and the General Services Administration.

As part of the charter renewal process, this office, in consultation with the Office of General Counsel of the Department of Defense (DoD OGC), has affirmed that the individuals designated and appointed to the Board, once approved by the Secretary of Defense, shall be appointed to serve as special government employee and regular government employee (*ex officio*) members. As the Board’s DoD Sponsor, you are responsible for:

- (a) Ensuring that the Board’s DFO attends all Board and subcommittee meetings for the entire duration of each and every meeting.
- (b) Ensuring that the DFO and the Board fully comply with all governing Federal statutes and regulations, to include DoD Instruction 5105.04, “Department of Defense Federal Advisory Committee Management Program.”
- (c) Ensuring that all Board and subcommittee work complies with the tasks set out in the relevant statute(s).
- (d) Providing adequate support to the Board and its membership and ensuring that the Board’s membership is not unduly or inappropriately influenced by Federal employees or any special interest group.
- (e) Ensuring that the Board members are appointed according to DoD policy and that they do not serve on the Board until all personnel and ethics paperwork is processed by the appropriate offices.
- (f) Ensuring that all DoD and other agency documents provided to the Board are marked according to governing DoD policy and procedures.
- (g) Monitoring the implementation status of any recommendation adopted by DoD or Congress and ensuring that this information is available for future inquiries.

If you should have any questions about the Department's program, the Federal governance and compliance requirements, the charter renewal, or the membership balance plan, please contact the ACMO, Mr. Jim Freeman at 703-692-5952, or by email at [James.Freeman@osd.mil](mailto:James.Freeman@osd.mil).



Michael L. Rhodes  
Director

Attachments:  
As stated